

ESH&A Policy Reminders

Documentation Procedures

Program, department, and group documents (e.g., desk manuals, guides, procedures, policies, manuals, plans, forms, operator aids, etc.) should be reviewed annually, and updated/revised according to the scheduled review dates. Documents with laboratory-wide impact should be registered through the Training & Documents Office in 105 TASF, and contain a document index number. For additional documentation guidance, contact [Molly Daub](#) (294-2864).

Emergency Awareness Training

Employees need to review emergency response practices and be familiar with the local emergency announcement system, emergency evacuation procedures, and group/department area-specific requirements. Note the location of manual fire alarm pull stations, portable fire extinguishers, emergency showers, eye wash stations, and first aid kits. Employees should seek help from their supervisor or safety coordinator/representative if they are not familiar with emergency reporting procedures for accidents and incidents such as chemical spills. Report emergencies by calling **911**.

Reporting Responsibilities for Accidents and Incidents Awareness

It is the responsibility of employees to report accidents and incidents to their supervisor, ESH&A (G40 TASF; 294-2153) or Occupational Medicine (G11 TASF; 294-2056). Supervisors with employees having work restrictions must consult with HR, Occupational Medicine, or ESH&A prior to the employee resuming work.

Stop Work Authority

All Ames Laboratory employees have the authority to stop work to prevent serious injury, impairment or adverse impact to the environment resulting from a condition or practice in the workplace as judged by a reasonable and knowledgeable employee. The responsibilities listed in the [Stop Work Authority Policy](#) ensure the safety of the individual initiating the stop work, the safety of the individual(s) performing the activity, and safeguarding the research or work that is in progress.

Employee Safety and Security Concerns Program

All employees are requested to participate in the Laboratory's Safety and Security Concerns Program by correcting or reporting unsafe work conditions and security concerns. Report concerns to supervisors, ESH&A (G40 TASF; 294-2153) or by email (safety@ameslab.gov; security@ameslab.gov). Confidentiality will be maintained upon request.

Environmental Management System (EMS) Program

Employees are expected to incorporate pollution prevention, waste minimization, and energy savings into their work activities, while complying with environmental requirements. To learn more about what you can do, review the following document on the Ames Laboratory website:

- [Environmental Management System Guide](#)

Ergonomics

Ergonomics is the term used to describe how a person interacts with their work environment. An improperly configured computer workstation can lead to repetitive motion injuries such as carpal tunnel syndrome. Using poor lifting techniques can lead to back injuries that may result in significant loss of work time. Employees can request a workplace evaluation by contacting either ESH&A (294-2153) or Occupational Medicine (294-2056).

Operational and Financial Concerns

Laboratory management has established a concerns program whereby employees may report operational and financial concerns. Report such concerns to supervisors, [Kent Hertzke](#) (G40 TASF; 294-2153) or Mark Murphy (311 TASF; 294-2618) or by [email](#). Confidentiality will be maintained upon request.

Readiness Review

The Laboratory uses an activity-based *Readiness Review* process to identify, document, and address potential hazards associated with research and support activities. The process includes participation from line management, ESH&A, and the Safety Review Committee to determine the hazard level of activities based on specific criteria dealing with the magnitude (seriousness of potential harm) and scope (area of effect) of the hazard, as well as the risk (realistic potential for the hazard to have an impact of a particular scope and magnitude) involved. An activity's hazard level is used to determine the degree of formality, rigor, and documentation of the requirements and work controls applied to the activity.

The Readiness Review process identifies the activity's hazards and the appropriate standards used to develop strategies to control the hazards. Skilled, trained research and support staff implement the appropriate controls and provide oversight through operational observations and walk-throughs. These mechanisms are fully integrated into the laboratory's planning, budgeting, and management systems and thereby ensure that the laboratory adequately addresses activities associated with initiatives, programs, and projects of the future. It is imperative that all laboratory-based research activities be evaluated via Readiness Review. Contact ESH&A (G40 TASF; 294-2153) for questions about [Readiness Review](#).

Remember, group leaders are responsible for notifying ESH&A if a significant change occurs to an existing activity so that it can be reviewed and added to the Readiness Review. ESH&A must also be notified if an individual joins an activity, even short term, which requires medical surveillance (i.e., hearing program, respiratory program, etc.). The training needs of the new activity user(s) must be assessed at this point as well.

Security of Personal and Laboratory Property

Although the DOE security conditions have not changed recently, it is important to restate the requirements of the current security status. Current requirements are:

- Exterior doors to the main Ames Laboratory buildings will be unlocked during normal business hours, with key access during off-hours.
- Personnel are not required to wear their Ames Laboratory or DOE badges while in laboratory buildings, but should keep their badges available (e.g., wallets or hand bags.)
- Employees are asked to limit unnecessary visits by non-laboratory personnel. Visitors are required to be escorted or badged during off-hours, but are allowed access during normal work hours without a badge or escort. Employees are requested to observe visitors and report any unusual activities.
- Report anything unusual to Plant Protection Section (PPS) at 294-3483 and utilize 911 for emergencies.

Also, the following guidelines will assist in the prevention of theft of personal and lab property:

- Under **no** circumstances should you leave money unattended in your office or laboratory.
- Personal belongings such as backpacks, calculators, purses, and billfolds should be kept in desks, file cabinets, or cupboards if left unattended in your office.
- Close and lock the doors to office or laboratory spaces when unattended for a significant length of time. Notify the Plant Protection Section at 294-3483 if suspicious behavior is observed and to report theft of personal or Ames Laboratory property.

Training Program

All employees are responsible for completing and staying current on their training requirements. Upcoming class dates and a description of the most common training courses can be found on the [Ames Laboratory web site](#). The laboratory has implemented a training management system (Cyber Train) that gives employees more control over and access to their training. Please utilize this system to review, schedule and complete required training:

- [On-site Access](#)
- [Off-site Access](#)

Visitor Training

When hosting a visitor it is important to provide the individual with an [Ames Laboratory Visitor Guide](#). The guide provides the visitor's responsibilities, reviews safety & security measures and gives valuable emergency information, including the phone number to call during an emergency situation. Printed visitor guides are available from ESH&A (294-2153).